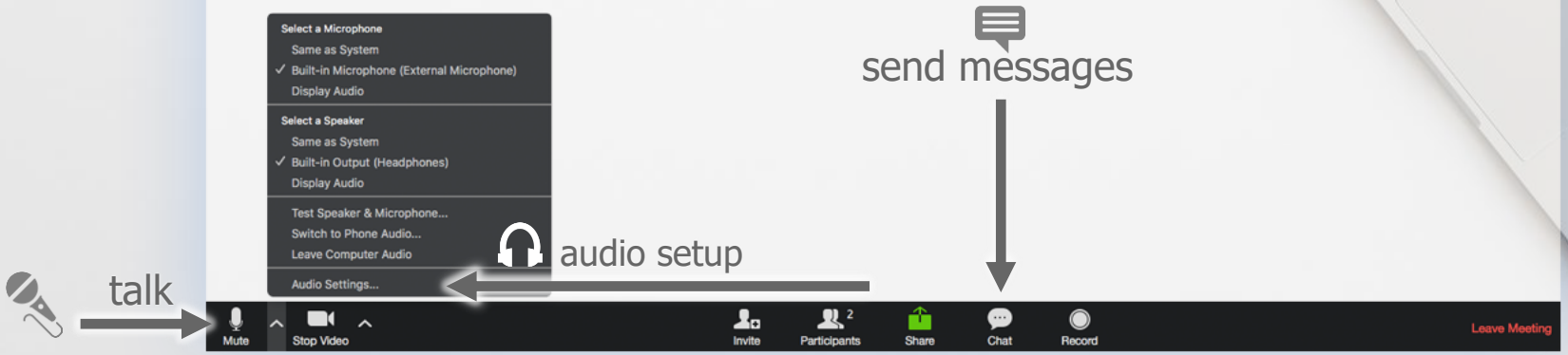
Welcome!

This is a classic class with a small group of students focusing on grammar, vocabulary, and error corrections.

How can I interact with the class?

Take a look at how to use your toolbar.

Quick tip: Can't see the toolbar?
Hover your mouse at the bottom of your screen and it will automatically pop up.



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Business: Meeting New Colleagues

By the end of this lesson, you will be able to:

- greet someone.
- use formal and informal greetings.
- discuss how to be friendly.

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Warm Up

Answer the questions. Listen to your classmates' answers.

How do you greet a person in your country?

Where do you usually meet new colleagues?

Who was the last colleague you met? Tell the class about it.

Vocabulary Match

First, guess what each word means. Then, match the words to their definitions.

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greet

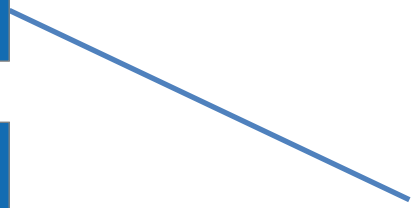
information

profession

hobbies

free time

conversation



Time when you are not working

To say hello to a person

Interests or activities

Talking to another person

A job or career

Data

Vocabulary Fill in the Blank

Complete the sentences with the correct vocabulary words and answer the question.

I'm going to _____ our new colleague when he arrives.

I had an amazing _____ with my boss. It's great talking with her.

What do you do in your _____?

Do you have any _____, like gardening or sports?

Please write your basic _____: name, address, and job.

What is your _____? Are you a doctor?

greet	information	profession	hobbies	free time	conversation

Who do you like to have a conversation with?

List

Brainstorm this topic with your class and make a list.

What can you ask a new colleague?

What is your name?

Try asking and answering these questions with your classmates.

Grammar Practice

Talk about formal and informal greetings. Review the chart with your classmates.

There are formal and informal greetings in English. Look at the examples.

Informal	
How's it going?	I'm good. How's it going with you?
What's up?	Nothing much. What's up with you?

Formal	
How are you today?	Very well, thank you. How are you?

Who do you use formal language with? Who do you use informal language with?

Grammar Fill in the Blank

Use the correct grammar to fill in the blanks in the sentences.

1. Jeff asks, "What's up?" Lisa says, "_____"
    a. I'm a student.
    b. What's up too?
    c. Nothing much.

2. Max asks, "_____" Sara says, "Very well, thank you."
    a. Hey, you.
    b. How are you today?
    c. How's it going?

3. Claire asks, "How's it going, Luke?" Luke says, "I'm good. How's _____?"
    a. you doing today
    b. up
    c. it going with you

Matching

Talk about asking and answering questions and match the questions and answers.

You can talk to someone formally or casually.

Which phrases are formal? Which are informal?

- Hey, I'm Emma.
- Nice to meet you. What do you do?
- What's your name?
- What's up, Andrea?
- My name is Emma. What's yours?
- I'm John. Nice to meet you.
- Nothing. What's up with you?
- I'm an engineer.

Ask and answer other questions with your class.

Idiom

Talk about this idiom with your teacher and classmates.

To click = to get along with someone immediately

Example: I *clicked* with my business partner when I first met him. We make a great team.
Do you *click* with any of your colleagues?

Pronunciation Practice

Tongue Twisters: Repeat these sentences after your teacher.

Theo thanked the teacher for thinking of him.

She slowly, shyly said, "See you."

Where is your tongue in your mouth when you make the /th/ sound?

Reading and Discussion

Read about making new friends and answer the questions with your classmates.

Meeting new colleagues is a great opportunity for professional growth, but some people feel shy when they meet new people. Make eye contact and smile. Ask a person questions; don't talk about yourself all the time. Be optimistic and have a positive attitude, and you'll make some great connections!

- Where do you meet new colleagues?
- What other advice can you add to this list?
- What should you not do when meeting new colleagues?

Role Play

Choose a role and act it out with a partner.

Role A

1. You are meeting a new colleague.
2. Ask the person questions.
3. Tell them about your position.

Role B

1. Answer your colleague's questions.
2. Ask the person questions.
3. Invite them to talk more over coffee.

Class Project

Work with your class to complete this project.

A new colleague is joining your team at work. Your boss asked you to help show them around the office and introduce them to your other coworkers. Answer the questions below to prepare for their arrival.

How can you introduce a new colleague to other coworkers?

What questions should you ask?

What questions should you not ask?

How can you be helpful to a new colleague?

Wrap Up

Talk with your teacher and classmates and answer the questions.

What can you do now?

- What questions should you ask a new colleague that you meet?
- Give an example of a formal or informal greeting.
- What does “to click” mean?
- Answer this question: "What's up?"